



Bill Owens
Governor

Colorado Department of Local Affairs
Executive Director, Michael L. Beasley

DIVISION OF PROPERTY TAXATION
Mary E. Huddleston
Property Tax Administrator

BULLETIN NO. 24

TO: County Assessors
FROM: Mary E. Huddleston
Property Tax Administrator
DATE: September 7, 2005

THE BULLETIN IS AVAILABLE ON OUR WEBSITE.
www.dola.state.co.us/propertytax/index.htm

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
9/7/05	Division of Property Taxation Position Opening	Review with staff. File in General Correspondence File.





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TO: County Assessors

FROM: Mary E. Huddleston
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SUBJECT: Division of Property Taxation
Position Opening

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MEMORANDUM

Attached please find a job announcement for a Property Tax Specialist I in the Administrative Resources Section of the Division of Property Taxation.

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State of Colorado

**Open Competitive
EMPLOYMENT OPPORTUNITY
Department of Local Affairs
Division of Property Taxation**

Job Title: PROPERTY TAX SPECIALIST I

Position Number: 80263

Job Location: Downtown Denver

Salary: \$3290-5001/mo.

Release Date: September 6, 2005

Apply By: September 16, 2005

Employment Type: Full - Time

Class Code: B3E2TX

Information About The Job:

DUTIES:

This position in the Administrative Resources Section of the Division of Property Taxation will perform working level and developmental duties in handling problems in the field of ad valorem taxation. The position participates in the development of materials for publication in manuals, guidelines, procedures, and narrative reports for use by county assessors, public policy makers, and taxpayers; produces administrative education curricula and conducts classroom and on-site training for county assessors and their staff under the supervision of higher level Property Tax Specialists; provides recommendations for interpretation and clarification of statutory language, rules and policies for the Division of Property Taxation, elected officials and the public; responds to consulting requests from assessors; and develops and makes recommendations for specific research and development projects dealing with typical property tax administrative issues.

REQUIREMENTS:

Qualified applicants must possess a bachelor's degree in real estate appraisal, real estate, economics, tax auditing, accounting, business, business administration, public administration, finance, finance economics, political science, political science and government or mathematics AND one year of property taxation experience, land negotiation and appraisal experience, and/or real estate appraisal experience. The **exceptional** candidate will have demonstrated competency in any combination of the following: title conveyance, abstracting valuations, certifications of values to taxing entities, and/or feasibility studies. **SPECIAL REQUIREMENT:** Must possess and maintain a Colorado driver's license and be willing to travel.

SUBSTITUTION: Any combination of work experience in property taxation, land negotiation and appraisal, and/or real estate appraisal, which provided the same kind, amount, and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the bachelor's degree.

PLEASE NOTE:

Your application may be used as part of the exam process. Be sure your application specifically addresses the requirements as listed.

How To Apply:

Submit your State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, Attention: Susie Esparza, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please call (303) 866-5884 or email susie.esparza@state.co.us.

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER..**